

How to initiate a pay for performance increase for staff in HCM:
This job aid outlines how to request a Pay for Performance (PFP) for FTE staff.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

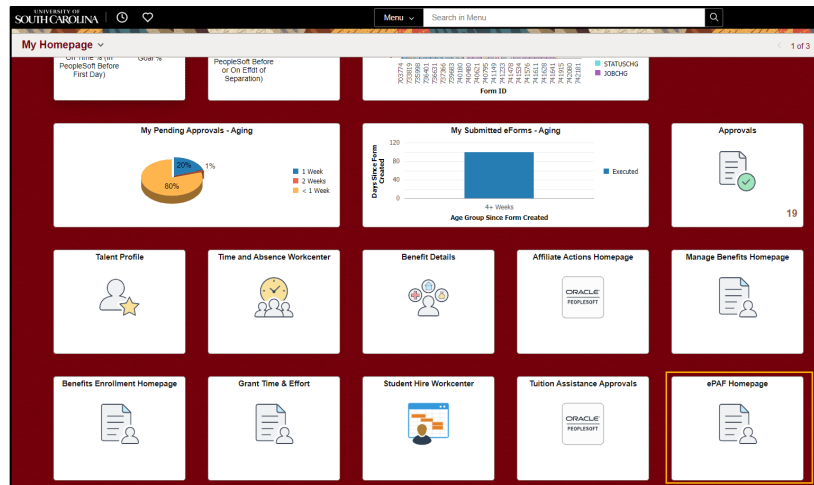
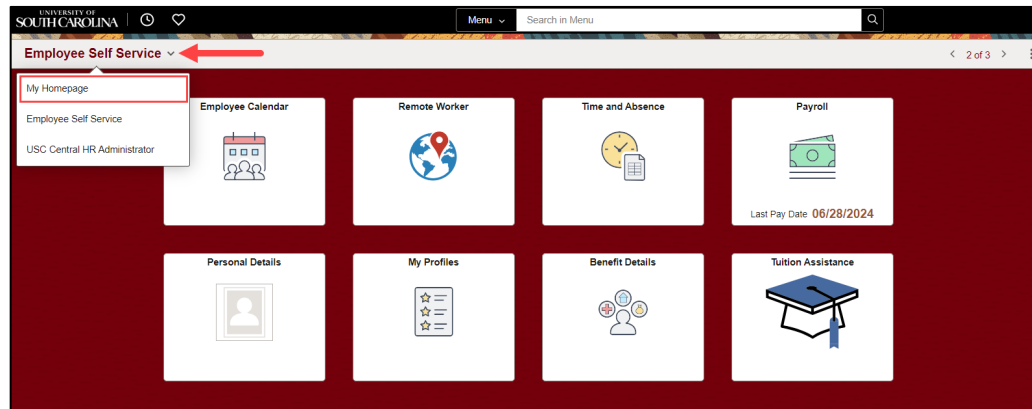
Those with HR Initiator access can take this action for employees within their security scope.

Note: Temporary employees are not eligible for this type of increase.

Requesting a PFP for FTE staff: In order to request a PFP for one of your FTE staff employees, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.

Screenshots

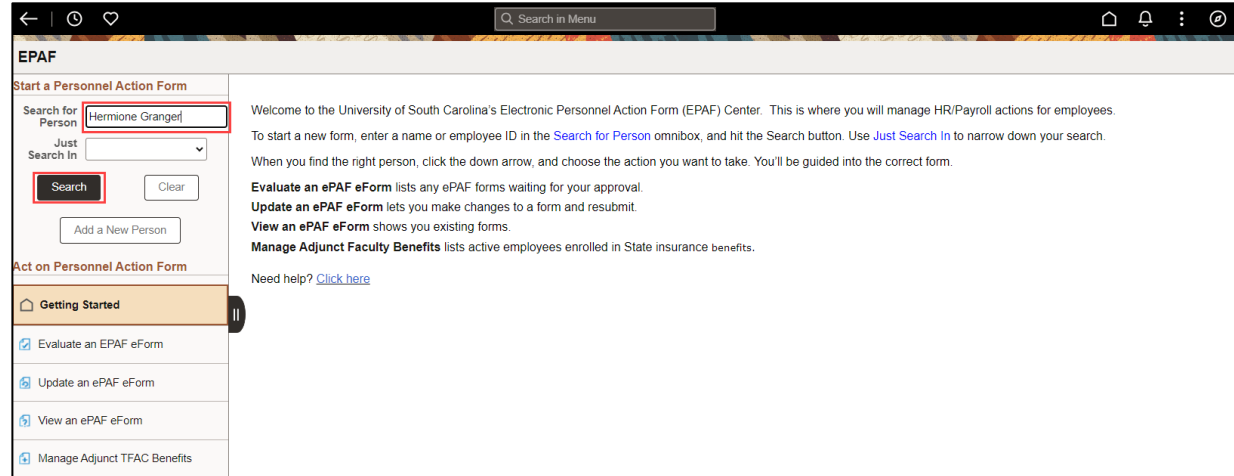


University of South Carolina HCM HR Contact Resources Job Change eForm: Pay for Performance for FTE Staff

On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the **Related Actions Menu** button.



EPAF

Start a Personnel Action Form

Search for Person

Just Search In

Search Clear

Add a New Person

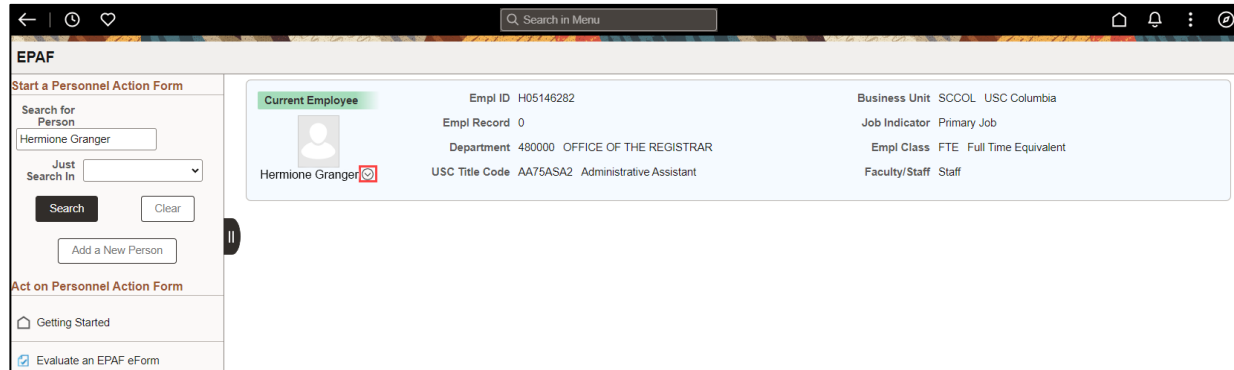
Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the **Search for Person** omnibox, and hit the Search button. Use [Just Search In](#) to narrow down your search. When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.

Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.
Update an ePAF eForm lets you make changes to a form and resubmit.
View an ePAF eForm shows you existing forms.
Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.

Need help? [Click here](#)

Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits



EPAF

Start a Personnel Action Form

Search for Person

Just Search In

Search Clear

Add a New Person

Current Employee

Empl ID	H05146282	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	480000 OFFICE OF THE REGISTRAR	Empl Class	FTE Full Time Equivalent
USC Title Code	AA75ASA2 Administrative Assistant	Faculty/Staff	Staff

Need help? [Click here](#)

Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm

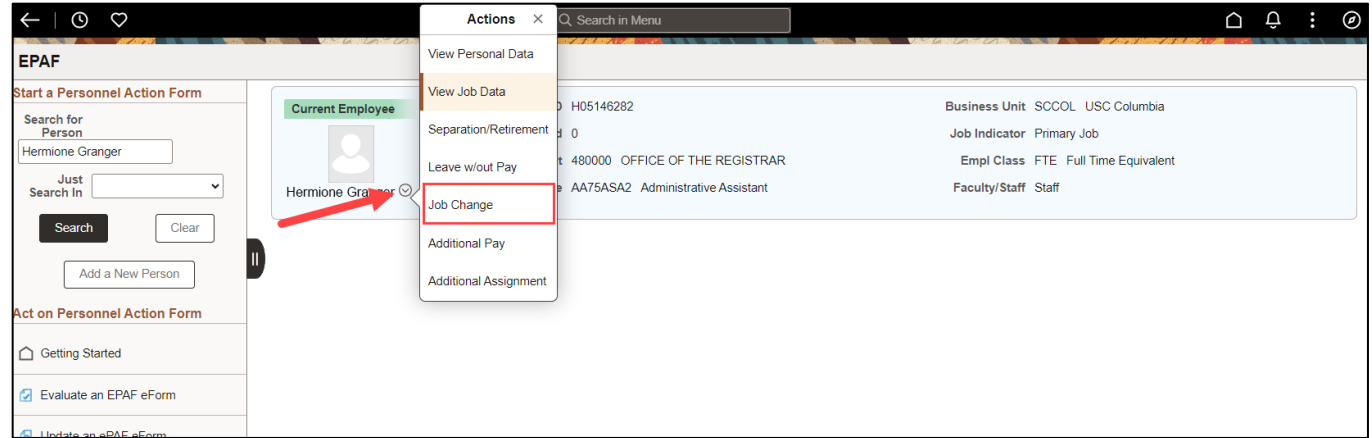
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Job Change eForm** is used to make permanent changes to position and/or base salary. Base salary changes not tied to the position (i.e. Additional Skills Knowledge, Performance Increase, Retention, etc.) should be initiated on the Job Change eForm. FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

- Position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve.

From the Related Actions Menu, select the **Job Change** option.



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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Pay for Performance increase.
 - a. PFPs must be effective at the start of a pay period, either the 1st or the 16th of the month.

Since FTE staff position related changes are initiated in PeopleAdmin, all those fields on the Job Change eForm are locked and cannot be edited.

2. Scroll to the **Compensation Information** section.

EPAF

Hermione Granger
U00000112
Record: 0
[View Job Data](#)

+ Job Change : Job Change Form ID 733320

Highlights Enabled: Yes No Current Values

Transaction Information

*Effective Date: 07/16/2024
Employee Group: FTS FTE Staff

Other Active Jobs

Empl Record	Department	Description	Standard Hours
1	0		0.00

Job Position Information

Position Number 00001598 Administrative Specialist	Reports To Position 00002152 Asst Regs for Tmsfr Cred Proc
Job Code AA75 Administrative Assistant	Supervisor ID
USC Title Code AA75ASA2 Administrative Assistant	Reports To Incumbent
Standard Hours 37.50	Regular/Temporary Regular
Department 480000 EM Office of the Registrar	Employee Classification FTE Full Time Equivalent
Full/Part Time Full-Time	Location Code 139 1244 Blossom Street
Business Unit SCCOL USC Columbia	

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- Enter the **New Comp Rate** for the PFP increase and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.

Upon entering the increase, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase).

- Click the drop-down menu button and select **Yes**. This step is crucial as it signals to the eForm to populate the required PFP criteria.

The PFP Last Awarded Date will auto populate based on system data. Enter the date of the employee's **Last EPMS Review**. Per Policy FTE staff are only eligible for a PFP if they've received an EPMS rating of successful or higher on the current year EPMS. The current year EPMS must be on file with Employee Relations.

Compensation Information	
Current Comp Rate	42451.20
New Comp Rate	46696.320000
Percent Increase or Decrease	10.000000
Is this pay for performance?	Yes
PFP Last awarded Date	10/01/2022
Last EPMS Review	05/01/2024

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5. Upon selecting **Yes** to **Is this pay for performance?** (in step 4 on the previous page) the **Pay for Performance Criteria** appear. You must select one or more of the criteria options. **eForms submitted without the Pay for Performance Criteria will be recycled for edits which may delay the effective date of the action as PFPs cannot be approved retroactively.**

Notes:

In band base salary increases are typically limited to 15% of the employee’s base salary, but exceptions can be requested. If you enter more than a 15% increase you will receive a warning message. Click **OK** to acknowledge and continue in the eForm.

FTE staff base salaries cannot exceed the max of the Market Range. Market Range minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the Market Range you will receive a hard coded error message. You cannot advance to the next page in the eForm until you make the **New Comp Rate** within the limits of the Market Range.

Pay for Performance Criteria

One or more of the following criteria must be met. Check all that apply.

	Select ¹	Description ¹
1	<input type="checkbox"/> No	A significant increase in service or productivity through innovation
2	<input checked="" type="checkbox"/> Yes	Demonstrated positive working relations and spirit of service and cooperation
3	<input type="checkbox"/> No	A substantial contribution to the goals of the unit through the performance of special assignments or the provision of exceptional customer service not previously included in performance objectives
4	<input checked="" type="checkbox"/> Yes	A record of exceptional professional or community service

4 rows

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6. **Optional** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the PFP.

7. Click the **Next** button.

8. The **Action** and **Reason** will prepopulate based on the entries made in the eForm. **Action** is always **Pay Rate Change** and **Reason** is always **Performance Increase**. Note if the **Reason** does not prepopulate, stop and click the **Previous** button to review your work. Likely you did not select **Yes** to the **is this pay for performance?** question which also means you did not select the required criteria.

Current Base Pay Funding

Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combo Code	Insert A Row	Delete A Row
46696.320000	100.000000	Select Funding	CL085	480000	A0001	51200	506					A00000003333	+	-

Total Percent 100.00

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

Search Next Save

Job Change : Action - Reason Form ID 779234

Highlights Enabled: Yes No Current Values ← →

Action Reason Grid

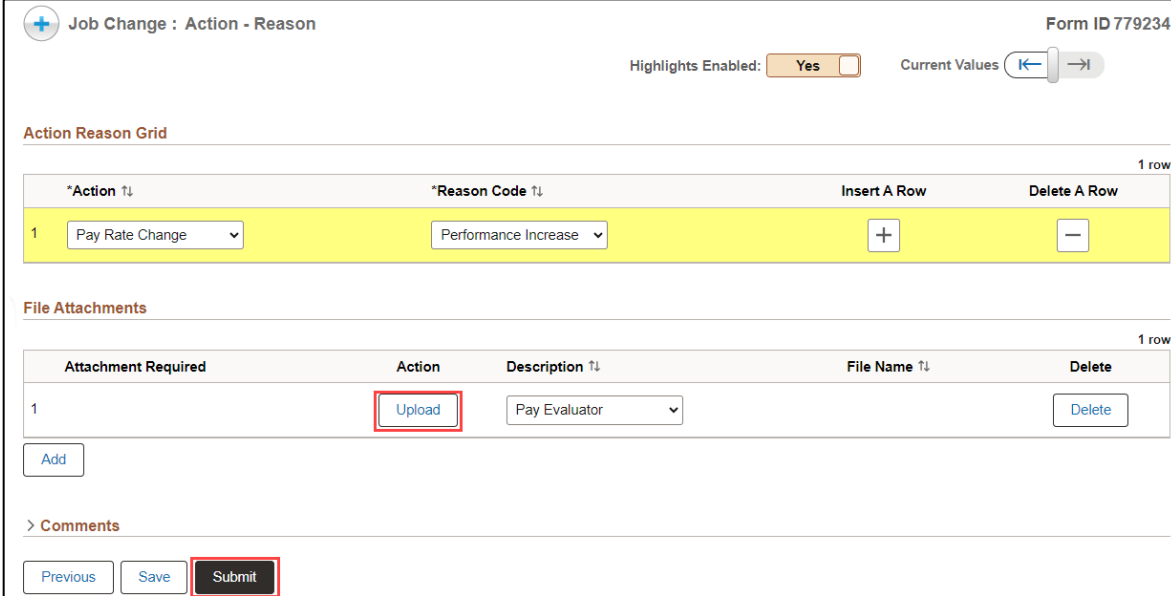
*Action	*Reason Code	Insert A Row	Delete A Row
Pay Rate Change	Performance Increase	+	-

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1. Upon initial eForm submission, a completed Pay Evaluator tool (in excel format) is a required attachment. The excel should be fully completed but contain no signatures. Upon approval of the requested increase, the Class/Comp team will convert the excel into a discoverable PDF and add their signature of approval before routing through workflow. The eForm will then route through your area's established workflow for Department Approver 1 and Department Approver 2 where required signatures must occur on the Pay Evaluator PDF. Class/Comp will review again as final approver of this action.

Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

2. Click the **Submit** button.
3. The eForm has been successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.



Job Change : Action - Reason Form ID 779234

Highlights Enabled: Yes Current Values ← →

Action Reason Grid 1 row

*Action ↕	*Reason Code ↕	Insert A Row	Delete A Row
1 Pay Rate Change	Performance Increase	+	-

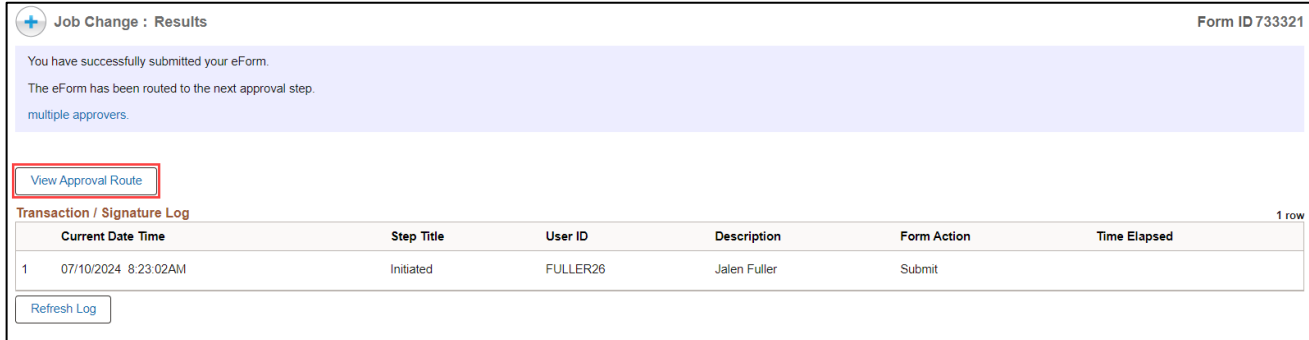
File Attachments 1 row

Attachment Required	Action	Description ↕	File Name ↕	Delete
1	Upload	Pay Evaluator		Delete

Add

> **Comments**

Previous Save Submit



Job Change : Results Form ID 733321

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

View Approval Route

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit	

Refresh Log

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4. The Approval Route shows the workflow steps for the specific action you submitted. Upon approval of the requested increase, the Class/Comp team will approve before routing through the workflow. The eForm will then route through your area's established workflow for Department Approver 1 and Department Approver 2. Class/Comp will review the eForm once more as final approver.

5. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Pay for Performance** request for FTE staff!

Job Change : Results Form ID 733321

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log							1 row
Current Date	Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit		

[Refresh Log](#)

View Approval Route

[Cancel](#) **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=779236 Pending

Basic Path

Pending

Multiple Approvers
Class_Comp >

Not Routed

Multiple Approvers
Dept_Approver_1 >

Not Routed

Multiple Approvers
Dept_Approver_2 >

Not Routed

Multiple Approvers
Class_Comp >